

5/9/2023

To
E-Filing Judges
at district and
limited courts

Judges can now leave a comment for the clerk's office and mark a filing as an emergency

A recent program enhancement has provided Judges and staff the ability to send a comment to the clerk's office and mark a filing as an emergency with their filing submission.

Updated Judge E-Filing Page

The screenshot shows the Judge E-Filing page interface. At the top, there is a 'RESPOND TO E-FILING' dropdown menu. Below it, a 'Respond To' field shows '04-06-2023 Motion - Motion to Amend' with a document icon and a close button. The 'FILING INFORMATION' section contains several fields: 'Filing Type*' (dropdown), 'Filing Subtype*' (dropdown), 'Internal Comments' (text area with callout 1), 'Ready For Filing' (checkbox with callout 2), 'Comments' (text area with callout 4), and 'Request Emergency Filing' (checkbox with callout 5). A red '3' in a box is next to the 'Filing Subtype*' dropdown. The 'DOCUMENT' section includes 'Name*' (text field with callout 6), 'File*' (text field with callout 6), 'Electronically Sign Document' (checkbox with callout 7), and 'Electronically sign specific page' (text field with callout 8). At the bottom right, there are three buttons: 'Save as Draft', 'Delete Draft', and 'Submit E-Filing'.

1. Internal Comments: Comments between the Judge and the Judge's staff only
2. Ready For Filing: To notify Judge staff this filing is ready to submit
3. Note Pad: Internal comments between the Judge and the Judge's staff only. Can be viewed from the Judge Review Queue or the Judge E-Filing page
4. **Comments: Comments sent to the Clerk's Office**
5. **Request Emergency Filing: Indicate to the Clerk's Office this filing is an Emergency**
6. Document Name & File: Document you are filing
7. Electronically Sign Document: Add your electronic signature to the document
8. Electronically Sign Specific Page: If you want to sign a specific page other than the default last page of the document

Montana Courts Electronic Filing

Contact us with questions at efilingtechsupport@mt.gov

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